## Team Administrator

## Branch Development and Support, Organisational Strategy and Performance

The primary purpose of this role is to provide secretarial and administrative support to the Organisational Strategy and Performance Branch, the Executive Officers to the Chief Executive and Deputy Chief Executive, and the ELT process.

* Reporting to: Manager Branch Development and Support

Location: Wellington

* Salary range: Business Support D

# What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it’s all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles

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| This is an icon for our three principles, 'We make it easy, we make it work,' 'We're stronger together,' and 'We take pride in what we do.' | We make it easy, we make it work * Customer centred
* Make things even better
 |
| We’re stronger together * Work as a team
* Value each other
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| We take pride in what we do * Make a positive difference
* Strive for excellence
 |

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

| What you will do to contribute | As a result we will see |
| --- | --- |
| **Administration and Organisation Support*** Provide administration support to enable the smooth running of the wider team.
* Manage scheduling of meetings as required to ensure key staff attend relevant meetings and coordinate minute taking.
* Monitor team administrative priorities, workload and travel requirements.
* Manage the flow of all manager correspondence including identifying and escalating urgent issues and ensuring timely responses and communications, on behalf of the manager(s) as appropriate.
* Manage the drafting and preparation of letters, presentations, reports, briefings and minutes as required by the manager(s) or team.
 | * Effective administration support is provided which enables the smooth running of the supported teams.
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| **Team Administration*** Coordinate and support team meetings, including drafting and disseminating meeting minutes.
* Provide meeting support for team members including room bookings, catering, meeting facilities and coordination of attendees.
* Book travel and accommodation arrangements for team members as required.
* Order non-standard stationery for the manager(s) and team.
* Sort and distribute mail.
* Assist in producing high quality documents including formatting, printing, collating, photocopying and distribution.
* Monitor the information management requirements for the team.
* Manage and maintain filing systems, both electronic and paper-based.
* Assist in the induction and training of new team members, including scheduling training, facilitating desk and ICT set-up and authorisations required.
 | * Proactive and effective administration support provided to supported teams.
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| **Financial Administration*** Process all invoices by checking invoices, coding and arranging for appropriate sign-off.
* Forward invoices to Finance within agreed timeframes.
* Prepare financial returns and reports as required.
* Reconciliation of P-Card.
* Complete the monthly accruals.
* Complete reimbursement claims for their manager(s) and team members.
 | * All payments are made within agreed timeframes and the processes run smoothly for the team.
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| **Support to wider Branch*** Provide additional and back-up support to the Executive Officer(s) to the Chief Executive and Deputy Chief Executive, Organisational Strategy and Performance.
* Provide support to the ELT process.
* Provide support and assistance to other support staff across the branch as required.
 | * Support provided to other support staff as needed.
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| **Health and safety (for self)*** Work safely and take responsibility for keeping self and colleagues free from harm.
* Report all incidents and hazards promptly
* Know what to do in the event of an emergency.
* Cooperate in implementing return to work plans.
 | * A safe and healthy workplace for all people using our sites as a place of work.
* Health and safety guidelines are followed.
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|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| **Internal** | Manager Branch Development and Support and Team |  |  |  |  |  |  |
| Senior Advisor, Secretariat Services |  |  |  |  |  |  |
| Branch Senior Manager(s) and team(s) |  |  |  |  |  |  |
| Executive Officer of the Chief Executive |  |  |  |  |  |  |
| Executive Officer of the Deputy Chief Executive, Organisational Strategy and Performance |  |  |  |  |  |  |
| **External** | Staff from other Government Departments |  |  |  |  |  |  |
| Central Agencies |  |  |  |  |  |  |
| Minister’s Office Support Staff |  |  |  |  |  |  |
| Staff from Statutory bodies |  |  |  |  |  |  |

| Your delegations  |
| --- |
| Human Resources and financial delegations | Level Z |
| Direct reports | 0 |

| Your success profile for this role | What you will bring specifically |
| --- | --- |
| At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Valued Contributor](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_Valued_Contributor_v7/%24file/DIA_Profile_Valued_Contributor_v7.pdf).**Keys to Success:*** Customer Focus
* Continuous improvement
* Teamwork and peer relationships
* Action oriented
* Self-development and learning
* Functional and technical skills
 | **Experience*** Proven experience in providing efficient and effective administration services to a senior manager, preferably within the public sector.
* Prior experience building and maintaining strong and effective working relationships.
* Demonstrated experience managing high volumes of work within tight time frames, to required quality standards.

**Knowledge*** Proficiency in spoken and written English.
* Proficiency in working with financial information.
* Basic knowledge of planning and reporting processes.

**Skills*** Demonstrated experience and advanced level of skills in a range of desktop applications, particularly Microsoft Office (Word, Excel and PowerPoint).
* Excellent communication skills, both written and verbal.
* Strong organisational and prioritisation skills and the ability to be proactive and flexible.
* Ability to make sound judgements and identify and manage risks effectively.
* Strong stakeholder relationship management focus and interpersonal skills, with the ability to interact with people at all levels.
* Team focused work ethics and the ability to work collaboratively across team boundaries.
* Possess judgment, tact, confidentiality and integrity when dealing with sensitive issues.
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